


SIGNATURE PAGE
Country: Islamic Republic of Iran

UNDAF Outcome: Global environmental concerns and environmentally sensitive development integrated in national development framework and implemented

Expected Outcome: Global environmental concerns and commitments integrated into national development planning frameworks and capacity developed to implement the environmental conventions.

Expected Output: Iran enabled to fulfil its commitment as a signatory party to global conventions and capacity developed to implement these conventions

Implementing Partner: Department of Environment / National Ozone Unit


Project Title: Institutional Strengthening, Phase X
Award ID/Project ID: ~~72585/93732~~ 86480/93732
Project short title: Institutional Strengthening, Phase X
Project Duration: 1 April 2015 to 31 March 2017
Management Arrangement: National Execution
MLF Reference: IRA/SEV/72/INS/213

Total Budget	USD \$173,511
Allocated resources:	USD \$173,511
Multilateral Fund for the Implementation of the Montreal Protocol	


Agreed by Department of Environment:

Dr. Saeed Motasaddi Zarandi
Deputy Head for Human Environment
Department of Environment

Date:

Signature: 

Agreed by United Nations Development Programme:

 Mr. Gary Lewis
UNDP Resident Representative

Date:

Signature: 



**United Nations Development Programme
Project of Islamic Republic of Iran**

Project Document

**Institutional Strengthening for the Phase-out of Ozone Depleting Substances
Under the Montreal Protocol – Phase X**

Brief Description:

This project will extend the institutional strengthening support for an additional two years from April 2015 to March 2017 to the National Ozone Layer Protection Unit, Department of Environment of the Government of the Islamic Republic of Iran. This extension will continue the efforts of the Government in coordinating all activities to effectively and efficiency phase out ODS through the adoption of the policy, technological and monitoring procedures covering the project and programmes specified in the attached Plan of Action. Management arrangement, Monitoring and Evaluation Framework can be found in the related project “HCFC Phase-out Management Plan for Iran – UNDP Component: [IRA/PHA/63/INV/199] [IRA/PHA/63/INV/204] [IRA/PHA/63/INV/203].”

Legal Context:

All legal related issues to this project will be referred to and addressed in Legal Annex (Annex I) of this agreement. The Project Document shall be governed by special procurement procedures applicable to the Montreal Protocol Programme. The project will be implemented in accordance with the Agreement between Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol and UNDP signed on 21 August 1991 and the project proposal approved by the Executive Committee at its 61st Meeting.

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REVISED FORMAT FOR IS TERMINAL REPORTS AND IS RENEWAL REQUESTS

Terminal Report and Request for extension of IS Funding

April 2015 to March 2017

1-12 and 15 to be completed by the country concerned prior to transmission to the implementing agency for comments in 14


1. **Country:** Islamic Republic of Iran
2. **National implementing agency / ozone unit:** National Ozone Layer Protection Unit (OLPU)
3. **Implementing Agency:** United Nations Development Programme (UNDP)
4. **Institutional strengthening project phases (approved):**

Phase	Duration (dd/mm/yy)	MLF Funding (Approved)	MLF Funding (Disbursed)
I	January 1993 - December 1995	US\$ 200,200	US\$ 200,200
II	January 1998 - December 1999	US\$ 133,470	US\$ 133,470
III	January 2001 - December 2002	US\$ 133,470	US\$ 133,470
IV	January 2003 - December 2004	US\$ 173,511	US\$ 173,511
V (1 st Year)	January 2005 - December 2005	US\$ 86,755	US\$ 86,755
V (2 nd Year)	January 2006 - December 2006	US\$ 86,756	US\$ 86,756
VI (1 st year)	January 2007 - December 2007	US\$ 86,756	US\$ 86,756
VI (2 nd year)	January 2008 - December 2008	US\$ 86,756	US\$ 86,756
VII	January 2009 - December 2010	US\$ 173,511	US\$ 173,511
VIII	January 2011 - December 2012	US\$ 173,511	US\$ 173,511
IX	January 2013 – December 2014	US\$ 173,511	US\$77,511

*Expenditure up to 31 December 2013. The balance US\$ 96,000 is obligated and is expected to be disbursed by December 2014.

5. a) **Reporting period (mm/yy to mm/yy):** January 2013 – February 2014s
b) **Requested (phase funding (US \$), and period):**

Phase X (US\$173,511) for April 2015 – March 2017



6. **Data reporting: CP Implementation report is already submitted.**

Reporting requirement	Reported		Year reported	Year submitted
	YES	NO		
Article 7	√		2012	2013
CP implementation	√		2012	2013

7. **Describe the role and position of the NOU within the national administration, the way its work is supervised and its access to senior decision-makers (this may include cooperation with steering committees, advisory groups or inter-ministerial bodies)**

The NOU, as the focal point for implementation of the Montreal Protocol activities in the country, works under direct supervision of the Deputy Director of the Department of the Environment (DOE). The Director of the DOE is a Vice President in the Government of the Islamic Republic of Iran. The NOU is functionally treated as part of DOE and is obliged to report to DOE on a monthly basis and as such is called the Ozone Office. The Ozone Office Manager reports to the inter-ministerial National Ozone Committee (NOC). The National Ozone Committee acts as the highest decision making body for the implementation of the Montreal Protocol in the country and is represented by delegates from the Ministries of Industry and Mines and Trade, Agriculture, Foreign Affairs, Petroleum, Customs Administration, Department of the Environment and other relevant bodies are invited when their involvement are needed.

8. **Indicate the total number staff in the NOU:**

- How many are paid under the IS? _____ 7 Full time _____ 1 Half time _____
- How many are paid by the Government? _____ Full time _____ Half time _____

9. **Is the unit fully staffed?**

YES

NO

If no, explain _____

10. Please provide details on the status of the implementation of the activities approved from the previous IS phase and planned activities for the requested phase. Please add specific indicators if necessary.

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
Objective 1: Adoption/implementation of ODS legislation and regulation to control and monitor ODS consumption				
Introduction of licensing and quota system for HCFCs	<ul style="list-style-type: none"> - Adopt measures to ensure effective enforcement of the existing import/export licensing system - Enforce the quota system for HCFCs under the HPMP - Continue cooperation with other parties of the Montreal Protocol through iPIC system 	<ul style="list-style-type: none"> - NOU continued overseeing the ban enforcement on establishment of new HCFC based facilities and developing the existing industrial HCFC consuming units through its established National Ozone Network during the Phase-IX Year 1 and continues its monitoring activities during 2014. - For the effective control of the importation of HCFCs, monitoring of the consumption trend and in order to remain in full compliance with the predefined quota limit, NOU continued requesting the Ministry of Industry, Mine and Trade (MoIMT) as well as the Customs Administration to send respectively the importation data and the registered orders to the NOU office for the year 2013. - NOU continued coordination and its collaboration with the MoIMT and the Customs Administration to assess and analyze ODS data in line with the consumption quota allocated. -2012/2013 data provided by the Customs Administration was analyzed during 2013 and early 2014 in order to remain in line with the allocated quota for the ODS consumption to meet the HPMP 2013 and 2015 control targets 	<ul style="list-style-type: none"> - Sustaining the HCFCs reduction of consumption achieved through 2013 and 2015 controlling targets by maintaining a systematic monitoring of consumption trends as well as overseeing and enforcement of appropriate regulations to control the import, distribution and use of HCFCs and HCFC based equipment in the country in full compliance with the approved HPMP strategy and plan of action for the years of plan. 	<ul style="list-style-type: none"> - Regulations adopted with strengthened enforcement mechanisms for controlling and monitoring supply and use of HCFCs and HCFC based equipment in the country.

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
		<p>-NOU continued to collaborate with other parties in the region through online iPIC system to exchange information on the importer/exporter of ODS.</p> <p>- The 2013 information sheet was completed and submitted to UNEP</p>		
Enforcement of control measures to sustain CFC phase-out	<p>- Coordinating finalization of the administrative and financial completion of the remaining projects and the government obligations under the National CFC Phase-out Plan</p> <p>- monitoring the converted/ equipped units through the established online reporting system by participation and contribution of the Provincial Ozone Cells.</p>	<p>- To ensure effective control on ODS registration process, NOU has been monitoring the obtained registration data of the imported substances under tariff number 2903 in close cooperation with the MoIMT.</p> <p>- In order to control import of counterfeit refrigerant cylinders, NOU continued testing content of the cylinders regularly.</p> <p>- Licensing Clearances have been issued for the import of ODS-free goods and products in joint collaboration with the Customs Department and MoIMT</p> <p>- Consumption data of the ODSs for 2013 was collected in cooperation with the MoIMT and the Customs Dept. The data were analyzed for monitoring, controlling and reporting purposes.</p> <p>- The third and fourth MDI awareness workshops were held in Jan and Feb 2013 in cooperation with Ministry of Health and Medical Education and Sina Darua Laboratories Co. respectively, with participation of representatives from pharmaceutical and medical community, 32 participants from provinces.</p>	<p>- Overseeing and ensuring continued monitoring and evaluation of the beneficiary units converted under the CFC phase-out projects</p> <p>- Ensuring effective trouble shooting and continued provision of technical assistance to the converted beneficiary unit</p> <p>Ensuring handover of equipment ownership to the beneficiary units under the national rules and regulations</p>	- Compliance of CFCs phase-out and utilization of CFCs alternative technologies in the converted industry units sustained.

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Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
		<p>- NOU has been monitoring the technical issues of the converted units and equipped workshops which reported problematic cases to the NOU through the web-database and daily contact.</p>		
<p>Monitoring illegal ODS trade (all ODSs)</p>	<p>- Collaborating with the MoIMT and Customs Department and the Institute of Standardization and Industrial Research as well as cooperating with the Staff of Combating Smuggling of Goods and Currency to record and monitor illegal ODS trade.</p>	<p>- During 2013, NOU continued to cooperate with the Iranian Centre for Combating Smuggling of Goods and Currency, to strengthen the combat to the illegal trade of ODSs, through an online licensing system. NOU continues its collaboration for 2014.</p> <p>- Close collaboration and cooperation with the relevant bodies were continued to ensure the sustainability of the controlling procedures.</p>	<p>- Adopting a collaborative framework with relevant line organizations, to secure an empowered control on the import of counterfeit refrigerants into the country.</p> <p>-Continuing to enforce strict control on the illegal trade of ODSs and ODS containing products through the check points</p> <p>- Extending intensive training programmes for Customs officers to ensure effective control on the import of ODSs and ODS containing products with special concentration on HCFCs.</p> <p>- Improving information outreach and developing capacities of National Ozone Networks to ensure effective monitoring and data management of illicit ODS trade.</p>	<p>- Effective control to prevent illegal trade of ODS and ODS containing products.</p>

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
Ratification of Amendments to the Montreal Protocol	Submitted the instrument of ratification of the Beijing Amendment to complete the official processes and formalities and to remove the country from the list of non- parties to the amendment	In March 2012, the Beijing Amendment was approved by the Parliament. Consequently the official processes including acceptance of the instrument of ratification were completed on 14 Feb 2013.	Effective enforcement of the MP amendments through trainings, awareness campaigns and regulatory measures.	MP amendments adopted and effectively enforced to sustain ODS phase-out activities and full compliance.
Objective 2: Efficient and timely data collection and reporting				
Monitoring customs import/export	- Continuously monitoring of HCFCs imports to remain in compliance with the 2013 and 2015 targets. - Managed appropriate utilization of the database management system	- 2012 importation data was analyzed based on the importation data provided by the Customs Administration to meet the Montreal Protocol data reporting requirements for 2012. - Periodical Customs importation data for 2013 was analyzed and NOU continued receiving the importation data in cooperation with the Customs Dept.	- Continuing cooperation with the line ministries i.e. Customs Dept. and MoMIMT to enforce regulations under HCFCs quota system and organize training workshops for the governmental beneficiaries including Customs Dept. - Continuing cooperation in national and regional level through the existing means of cooperation such as iPIC system	- Accuracy of data and effective implementation and monitoring of licensing/quota systems ensured.
A7 data reporting	- Timely data reporting under Article 7	- 2012 data was submitted in time and 2013 data was collected. - 2013 data to be reported by its set deadline in 2014	- Timely preparation and submission of A7 data to the Ozone Secretariat for 2014 and 2015	- A7 data submitted to the Ozone Secretariat in a timely manner.
CP data reporting	- Timely data reporting under CP	- 2012 CP data was reported to the MLF secretariat in time. 2013 data is be reported in 2 nd quarter of 2014	- Timely preparation and submission of CP data to the Multilateral Fund Secretariat for 2014 and 2015	- CP data submitted to the Multilateral Fund Secretariat in a timely manner.

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
Objective 3: Consultations and coordination with other national agencies/stakeholders				
Steering Committee	<ul style="list-style-type: none"> - Adopting and enforcing an operational and collaborative mechanism to maintain functionality of the system of ODS management 	<ul style="list-style-type: none"> - National Ozone Committee (NOC) was held in Feb 2013 under the inter-organizational cooperation between NOU and other relevant ministries, organizations and bodies. The meeting's decisions and report were sent to the participants. - The meeting of United Nation Development Assistance Framework (UNDAF) was held in Jan 2014 in which the Director of National Ozone Unit participated and presented his report. The UNDAF is serving as comprehensive monitoring and assessment instrument adopted at the national level for all the international projects, conventions and protocols to which the Government is committed. 	<ul style="list-style-type: none"> - Continuing organization of regular NOC meetings and ad hoc technical committees to ensure effective policy and decision modalities to (a) sustain phase-out of ODS substances including achieved reduction of consumption for HCFCs and (b) achieve targets of HCFCs beyond 2015 	<ul style="list-style-type: none"> - A strong and effective policy and decision making mechanism is secured during the years of plan.
Industry associations	<ul style="list-style-type: none"> -Cooperating closely with the Industry associations concerning the servicing activities in HCFCs consuming sectors. - Designing and organizing effective training programs in cooperation with associations and other national stakeholders to cover the need for devising good practices in the servicing and maintenance sectors. 	<ul style="list-style-type: none"> - A 3days-workshop targeted at training the trainers in the RAC servicing sector was held from 18 to 20 Feb 2013 in cooperation with the Technical and Vocational Training Centres and UNEP. 34 participants from associations in RAC servicing sector attended the workshop. - NOU coordinated participation of a trainer from refrigerant industry in the National Master Trainer Workshop held for 12-15 Nov 2013 in Malaysia. 	<ul style="list-style-type: none"> - Continuing cooperation with the industry stakeholders including association specially in order to devise best practical methods in servicing and maintenance of the RAC equipments. - Holding consultation with the involved associations to control and secure importation of standard and energy efficient refrigerant systems - Continuously consulting and cooperating with the relevant industry associations to make a system of certification for the RAC technicians operational 	<ul style="list-style-type: none"> - Better cooperation and participation from industries and compliance with regulations

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
Objective 4: Supervision of timely implementation of phase-out activities and reduction in ODS consumption				
<p>NPP implementation /Methyl bromide/ [ongoing] CFC Phase-out Projects</p>	<p>- Coordinated finalization of the administrative and financial completion of the remaining projects and the government obligations under the National CFC Phase-out Plan</p> <p>-Coordinated completion of the project for phasing out of MBr to comply with 2015 target.</p> <p>-Coordinated and expedited establishment of the Physical Halon Bank and Halon Clearing House.</p> <p>-Adopted measures to have the Halon Bank and clearing house fully institutionalized and made operational.</p> <p>-Coordinated financial completion of the project</p>	<p>NOU coordinated with UNIDO on the importation of Halon Physical Bank equipments to the country which was imported in July 2013. The issue of customs exemption for the imported equipment was followed up in coordination and consultation with the Customs Administration, DoE and UNIDO. NOU also was in close cooperation with the Fire Fighting Org concerning the establishment of Halon recovery and recycling center under the MOU signed between the NOU and the FFO of Tehran</p> <p>NOU continued collaboration with the Plant Protection Organization to ensure timely phase-out of MBr to comply with 2015 control target.</p> <p>Implementation and monitoring of MBr phase-out project was undertaken on an ongoing basis.</p>	<p>-Coordinating and cooperating with the relevant national stakeholders and decision makers to sustain phase-out of MBr beyond 2015 target</p> <p>- Coordinating with the relevant IAs and the national counterpart to make training opportunities and technical assistance on the alternatives to MBr in QPS sector available for the relevant stakeholders.</p> <p>- Continuing coordination and cooperation with the Plant Protection Organization to implement regulatory and policy measures to control the use of MBr in QPS applications;</p> <p>- Making best use of available technical capacity of the established Halon physical and clearing house bank to manage Halon stocks and providing initiatives to possibly cooperate with parties in the region on satisfying the needs for use of recycled halons in essential applications</p>	<p>Phase-out of MBr sustained and use of technical and economical feasible alternatives facilitated</p> <p>Key stakeholders introduced to technically available and economically viable alternative technologies to MBr in QPS sector</p> <p>Regulatory/ policy measures for control of the uses of MBr in QPS sector implemented</p> <p>The halon recovering and recycling facility kept operational.</p>

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
HPMP Stage-I Implementation/ HPMP Stage-II preparation and implementation	- Coordinating implementation of HPMP Stage-I	<p>-1st, 2nd tranche of HPMP were prepared, submitted and approved at the 63rd and 68th ExCom respectively</p> <p>-3rd tranche request is to be submitted in the 1st quarter of 2014 to be considered by the 72nd Excom.</p> <p>-The MOA was signed between the NOU and the beneficiary company to phase-out of HCFC-22 in the RAC sector during 2013 and the company accomplished major progresses. The remaining activities under this MOA are expected to be achieved by the end of 2014.</p> <p>- Considerable number of phase-out projects in different consuming sectors were entered into implementation phase and the remaining are expected to be completed in due time.</p> <p>-In Sep 2013, a workshop on alternative technologies in RAC sector and policies, attended by the industry stakeholders, was organized by NOU in cooperation with UNEP. The issue of standardization in terms of using alternatives and national standards for refrigerants and the process of standardization were among the subjects covered in the workshop.</p> <p>- 2014 Inter-agency meeting has been held in early March 2014</p> <p>-A training workshop for the enforcement officers has been organized to be held in cooperation with UNEP and Customs Administration in early March 2014</p>	<p>- Preparing for subsequent approval of the HPMP Stage-II - Coordinating and implementing of the HPMP Stage-II</p> <p>- Coordinating and monitoring implementation of HPMP policies according to the agreed plan of action.</p> <p>- Overall monitoring of implementation of agreements with beneficiary enterprises</p>	<p>- HPMP Stage-II approved</p> <p>- The planned activities under HPMP Stage-II accomplished according to the annual plan</p> <p>- HCFC consumption reduction based on the set schedule of the HCFCs phase-out for the years of plan achieved</p>

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
Objective 5: Awareness raising and information exchange				
Information dissemination to the key stakeholders	<ul style="list-style-type: none"> -Implementing training plans and public awareness activities - Implementing the training programme targeted to the HCFCs consuming sectors and the technicians involved - Institutionalizing public awareness campaigns within the structure of the National Ozone Network 	<ul style="list-style-type: none"> - In 2013, NOU's representative interviewed with a number of mass media from National Radio and TV channels on the occasion of Clean Air Day concerning the Ozone Layer Protection related issues and the activities carried out. - NOU in coordination with the Department of Environment participated in the 4day 12th International Environment Exhibition held in Jan 2013 in Tehran. - In Feb 2013, NOU participated in the Government's exhibition on its performance and achievement. Informative package was prepared to be disseminated among the participants. - NOU prepared, published and distributed the "Ozone Newsletters" in Farsi and English in 2103 and will do the same in 2014 among the beneficiaries including relevant organizations 	<ul style="list-style-type: none"> - Awareness and information outreach focusing on the HPMP Stage-II to promote adoption of HCFC free alternatives and reduce HCFC demand - Disseminating information on the provisions of the HPMP Stage-II to the stakeholders - Creating necessary informational capacities in provincial levels for the National Ozone Cells to effectively monitor and control implementation of the regulatory and policy measures through a decentralized collaborative framework - Greater information outreach through electronic means of communications including website 	<ul style="list-style-type: none"> - Partnership among all stakeholders, public and civil societies strengthened.

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
Ozone researching and linkage between global environmental challenges	<ul style="list-style-type: none"> - Cooperating and communicating with the line ministries, organizations and relevant institutions on the Ozone scientific aspects and UV measurement - Enhancing capacity of the ozone observation network 	<ul style="list-style-type: none"> - Cooperated with relevant institutes/organizations to assess and measure the scattered UV radiation data - NOU conducted a study on "ODSs phase-out under the Montreal Protocol" and "UV radiation scattering on the country's atmosphere and assessment of total ozone" which was submitted in form of an article to the secretariat of the Iranian Meteorological Organization for review. Subsequently the representative of the NOU participated in a conference held in 2013 by the Meteorological Org and presented the selected article. 	<ul style="list-style-type: none"> - Continuing communications, coordination and collaboration with the relevant organization and bodies on the issue of ozone depleting and other environmental issues which adversely affect the human life - Continuing monitoring and measurement related activities on the total ozone mapping spectrometer covering entire country latitude and longitude. This activity is aimed to be a valid source of data for monitoring abnormalities of the TOC and provide feeds to other research centers throughout the country. - Retrieving erythema radiation data archive covering the country atmosphere to have a valid source of UV radiation to provide to other demanding institutes/ researching centers - Categorizing seasonal and spatial TOC and UV radiation to be used as a valid national data source 	<ul style="list-style-type: none"> - Valid national data source on the ozone related measurement and monitoring established - Implementation of ODSs phase-out activities harmonized with relevant environmental projects based on existing linkage
International Ozone Day	<ul style="list-style-type: none"> - Organizing the International Ozone Day and related environment events 	<ul style="list-style-type: none"> - 2013 International Ozone day was organized and held in Sep 2013. The Vice President and Head of DoE, UN Resident Representative and other IAs participated in the event and gave lecture. - NOU coordinated and cooperated with Lorestan Provincial DoE to organize a ceremony on the occasion of the International Ozone Day in Sep 2013. 	<ul style="list-style-type: none"> - Organizing the international Ozone Day events with involvement of different stakeholders including civil society 	<ul style="list-style-type: none"> - Public awareness and active involvement of civil societies in the Ozone Layer protection activities and its linkage to climate change ensured

Objectives (please add as necessary)	Activities in current phase	Achievement in current phase (specify phase/mm/yy)	Planned activities in next phase (specify phase/mm/yy)	Expected result for next phase
Objective 6: Regional cooperation and participation to Montreal Protocol meetings				
Regional network participation	<ul style="list-style-type: none"> - Continue close cooperation with the parties in the region to control illicit ODSs trade and combating the illegal trade of ODSs - Hold meetings with neighboring countries on exchange of experience and information concerning control of illicit trade of ODS and ODS containing products - Cooperated for HCFCs import/export tracking into the iPIC system - Organizing the steering committee for MEAs with regular meeting schedules 	<ul style="list-style-type: none"> - NOU participated in the Joint Network Meeting of Ozone Officers of Asia and the Pacific held in May 2013 in Australia. - NOU participated in the Joint Network Meeting of Ozone Officers of South Asia and South East Asia and Pacific and the Regional Workshop on HCFC Phaseout and Energy Efficiency Linkages held from 9-12 Sep 2013 in China. - NOU continued responding to the iPIC inquiries and participation in the system. - NOU will participate in the regional network meetings in 2014. 	- Actively participate in the regional network meetings to be held in 2015 and 2016.	- Regional communication and interaction on MP related issues strengthened.
OEWG/MOP	Actively participating in MP meetings	<ul style="list-style-type: none"> - NOU participated in 25th Meeting of Parties held from 21-25 October 2013 in Thailand. - NOU participated in the 33rd OEWG meeting held in June 2013 in Thailand - To participate in OEWG and MOP meetings in 2014 	Participating in OEWG and MOP meetings in 2015-2016 duration	Iran's positions on various issues articulated and information on MP updated

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11. Financial Report

Item of expenditure	Budget for current phase (US \$)	Disbursement (for current phase) (US \$) (up to 31 December 2013)		Estimated budget (for requested phase) (US \$)	Government funding (in kind contribution) (US \$)	
		Actual	Obligated		Current Phase	Requested phase
Staff (including consultants)	140,000	64,350	75,650	161,511	0	0
Equipment	5,000	650	4,350	1,000	8,000	8,000
Operational cost (i.e. meetings, consultations, etc.)	23,000	12,000	11,000	8,000	0	0
Public awareness	5,000	0	5,000	2,500	0	0
Other	511	511	0	500	150,000	150,000
TOTAL	173,511	77,511	96,000	173,511	158,000	158,000

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12. Please evaluate the IS performance in meeting the following indicators:

Indicator	Evaluation			Comments
	Very good	Satisfactory	Poor	
1. Effectiveness of import control measures	√			HCFC consumption controls are being implemented to remain in compliance with the HPMP targets and to effectively reduce the consumption according to the allocated quota.
2. Integration of ozone protection issues into national plans		√		The NOU, as the operational Unit of the Montreal Protocol in the country, has been in full cooperation with DoE as the national responsible body for the environmental issues. NOU operates under direct supervision of DoE. It also is cooperating with other relevant organizations and ministries at the national level on the ODSs phase-out and implementation of the controlling measures. The National Ozone Committee plays an important role in absorbing contributions on the implementation of the Montreal Protocol objective in the country.
3. Completion of phase-out projects	√			The country has been in compliance with the Montreal Protocol's target and achieved phaseout of CFCs, Halons, CTC and MCF. All projects were completed except Methyl bromide and HCFC phase-out management plan. Methyl Bromide phase-out is expected to be completed by 2015. HPMP Stage-I is under implementation.
4. Efficient data reporting	√			NOU submitted the required reports to the Ozone Secretariat and MLFS in a timely manner. The NOU also periodically reports to DoE on taken activities.

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13. Government endorsement:

Action Plan authorized by (<i>name</i>):	<i>Dr. Saeed Motasaddi</i>
Signature of authorising authority	<i>S/d</i>
Title:	Deputy Head of the Department of Environment for Human Environment Affairs
Supervising Organization/Agency/Ministry:	Department of Environment
Date:	10 February 2014

14. Submission of Action Plan:

Name of Implementing Agency:	UNDP
Name of Project Officer:	Balaji Natarajan
Signature of project officer	
Date:	21 February 2014
Comments of the Implementing agency	<p>Through effective management and monitoring of the Montreal Programme, the Government of Islamic Republic of Iran has successfully sustained phase-out of CFCs. Methyl Bromide consumption phase-out is also progressing systematically and is expected to result in complete phase-out by 2015. HPMP activities have been ongoing and its progress is being monitored by the National Ozone Unit.</p> <p>Continued and adequate MLF support will facilitate strengthening national management capacity to effectively implement and monitor HCFC phase-out, introducing further targeted policies and regulations, and sustaining awareness and commitment from stakeholders and general public, so as to ensure the sustainability of ODS phase-out.</p>

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15. **Executive Summary.** Please provide summaries for the information required below in no more than one paragraph each. These paragraphs will be used in documents for the Executive Committee Meeting.

a) Terminal Report

b)

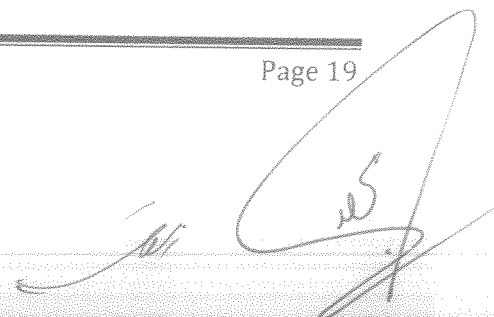
Sustaining the CFCs phase-out through effective monitoring has been in place and NOU has decentralized monitoring activities to be performed through a national Ozone Network. Iran's HPMP is progressing in a timely manner under its 2 approved tranches. The 3rd tranche request of HPMP is to be submitted in the 1st quarter of 2014. Effective licensing system has contributed to the consumption control to remain in compliance with 2013 and 2015 controlling targets.

NOU has been in close and effective cooperation with other line ministries, organizations and bodies to implement foreseen activities under the IS project. The project capacities have been an essence of the attained outputs during the years of plan.

c) Plan of action

The country, through the phase X of the IS, will be enabled to continue sustaining the achieved ODS phase-out, including Methyl Bromide consumption. It will make use of the existing capacities to focus on defining and implementing policies and measures to systematically reduce consumption of HCFCs, controlling and monitoring consumption of all ODSs and monitoring HPMP Stage-II projects/activities in close coordination with all implementing agencies and relevant stakeholders.

The IS project enables the NOU to cooperate nationally with the established Ozone Cells in provinces to implement policy and controlling measures and carry out other awareness raising and training activities.

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Annex I

Standard Text: Supplemental Provisions to the Project Document:

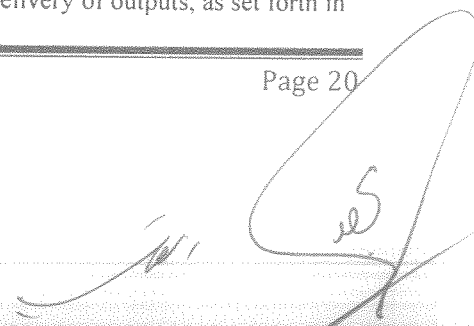
The Legal Context

General Responsibilities of the Government, UNDP and the Implementing Partner

1. The Government, assuming its overall responsibility, shall designate the Government Co-operating Agency named in the cover page of this document (hereinafter referred to as the "Co-operating Agency") which shall be directly responsible for the implementation of the Government contribution to the project.
2. The Project Document, and the term as used in this Annex, includes the Country Programme Action Plan (CPAP), signed by the Government of Iran (the Government) on 29 April 2012 and the Annual Work Plan (AWPs), together with this Annex attached to the AWPs.
3. UNDP project activities shall be carried out in accordance with the relevant and applicable resolutions and decisions to the competent UNDP organs, and subject to the availability of the necessary funds to UNDP. In particular, decision 2005/1 of 28 January 2005 of UNDP's Executive Board approved the new Financial Regulations and Rules and, along with them, the new definitions of 'Executing Entity'¹ and 'Implementing Partner'² enabling UNDP to fully implement the new Common Country Programming Procedures resulting from the UNDP simplification and harmonization initiative.
4. All phases and aspects of the project shall be governed by and carried out in accordance with the relevant and applicable resolutions and decisions of the competent United Nations organs and the principles embedded in UNDP's Financial Regulations and Rules, and in accordance with UNDP's policies and procedures for such projects, and subject to the requirements of the UNDP Monitoring, Evaluation and Reporting System.
5. The Co-operating agency shall remain responsible for its part in UNDP-assisted development projects and the realization of their objectives as described in the Project Document.

¹ Executing Entity shall mean, for UNDP programme activities carried out under the harmonized operational modalities established in response to General Assembly resolution 56/201, the entity that assumes the overall ownership over and responsibility for UNDP programme activities and the acceptance of accountability for results, and shall normally be the programme country Government.

² Implementing Partner shall mean, for UNDP programme activities carried out under the harmonized operational modalities established in response to General Assembly resolution 56/201, the entity to which the Administrator has entrusted the implementation of UNDP assistance specified in a signed document along with the assumption of full responsibility and accountability for the effective use of UNDP resources and the delivery of outputs, as set forth in such document.

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6. Assistance under the Project Document is provided for the benefit of the Government and the people of the Islamic Republic of Iran. The Co-operating Agency shall bear all imputable risks of operations in respect of this project.
7. The Co-operating Agency, in accordance with the Project Document, shall provide to the project the national counterpart personnel, training facilities, land, buildings, equipment and other required services and facilities.
8. The UNDP undertakes to complement and supplement the Co-operating Agency participation and will provide through the Implementing Partner the required expert services, training, equipment and other services within the funds available to the project.
9. Upon commencement of the project the Implementing Partner shall assume primary responsibility for project implementation and shall have the status of an independent contractor for this purpose. However, that primary responsibility shall be exercised in consultation with UNDP and in agreement with the Co-operating Agency. Arrangements to this effect shall be stipulated in the Project Document as well as for the transfer of this responsibility to the Co-operating Agency or to an entity designated by the Co-operating Agency during the implementation of the project.
10. Part of the Co-operating Agency's participation may take the form of cash contribution to UNDP. In such cases, the Implementing Partner will provide the related services and facilities and will account annually to the UNDP and to the Co-operating Agency for the expenditure incurred.

(a) Participation of the Government

1. The Co-operating Agency shall provide to the project the services, equipment and facilities in the quantities and at the time specified in the Project Document. Budgetary provision, either in kind or in cash, for the Co-operating Agency's participation so specified shall be set forth in the Project Budgets.
2. The Co-operating Agency shall, as appropriate and in consultation with the Implementing Partner, assign a director for the project on a full-time basis. He shall carry out such responsibilities in the project as are assigned to him by the Co-operating Agency.
3. The estimated cost of items included in the Co-operating Agency contribution, as detailed in the project budget, shall be based on the best information available at the time of drafting the project proposal. It is understood that price fluctuations during the period of execution of the project may necessitate an adjustment of said contribution in monetary terms; the latter shall at all times be determined by the value of the services, equipment and facilities required for the proper implementation of the project.
4. Within the given number of work-months of personnel services described in the Project Document, minor adjustments of individual assignments of project personnel provided by the co-operating Agency may be made by the co-operating Agency in consultation with the Implementing Partner, if this is found to be in the best interest of the project. UNDP shall be so informed in all instances where such minor adjustments involve financial implications.

5. The Co-operating Agency shall continue to pay the local salaries and appropriate allowances of national counterpart personnel during the period of their absence from the project while on UNDP fellowships.
6. The Government shall defray any customs duties and other charges related to the clearance of project equipment, its transportation, handling, storage and related expenses within the country. It shall be responsible for its installation and maintenance, insurance, and replacement, if necessary after deliver to the project site.
7. The Co-operating Agency shall make available to the project – subject to existing security provisions and national laws and regulations – any published and unpublished reports, maps, records and other data, which are considered necessary to the implementation of the project. Such reports, maps, records and other data shall be exclusively used for the implementation of the project. In cases when the Co-operating Agency, due to security provisions or national laws and regulations, does not make available reports, maps, records and other data considered necessary to the implementation of the project, UNDP and the Government may decide to modify or redesign the project or components thereof.
8. Unless otherwise agreed by the Parties in each case, patent rights, copyright and other similar rights to any discoveries or work resulting from UNDP assistance in respect of this project shall belong to the UNDP. Unless otherwise agreed by the Parties in each case, however, the Government shall have the right to use any such discoveries to work within the country free of royalty and any charge of similar nature.
9. The Co-operating Agency undertakes to assist all project personnel in finding suitable housing accommodation at reasonable rents.
10. The services and facilities specified in the Project Document which are to be provided to the project by the Co-operating Agency by means of a contribution in cash shall be set forth in the Project Budget. Payment shall be made in accordance with the Schedule of Payments in the Project Document.
11. Payment of the above-mentioned contribution on or before the dates specified in the Schedule of Payments is a prerequisite to commencement or continuation of project operations.

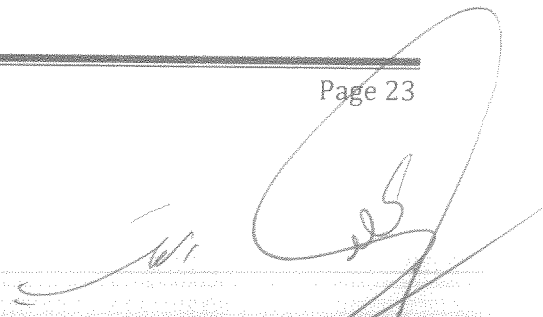
(b) Participation of the UNDP and the Implementing Partners

1. The UNDP shall provide to the project through the Implementing Partner the services, equipment and facilities described in the Project Document Budgetary provision for the UNDP contribution as specified shall be set forth in the Project Budgets.
2. The Implementing Partner shall consult with the Co-operating Agency and UNDP on the candidature of the Project Manager³ who, under the direction of the Implementing Partner, will be responsible in the country for the Implementing Partner's participation in the project.

3. The Project Manager shall supervise the experts and other entity personnel assigned to the project, and the on-the-job training of national counterpart personnel. The Project Manager shall be responsible for the management and efficient utilization of all UNDP-financed inputs, including equipment provided to the project.
4. The Implementing Partner, in consultation with the Co-operating Agency and UNDP, shall assign international staff and other personnel to the project as specified in the Project Document, select candidates for fellowships and determine standards for the training of national counterpart personnel.
5. Fellowships shall be administered in accordance with the fellowships regulations of the Implementing Partner.
6. The Implementing Partner may, in agreement with the Co-operating Agency and UNDP, implement part or the entire project by subcontract. The selection of subcontractors shall be made, after consultation with the Co-operating Agency and UNDP, taking into account the Implementing Partner's procedures.
7. All material, equipment and supplies which are purchased from UNDP resources will be used exclusively for the implementation of the project, and will remain the property of the UNDP in whose name it will be held by the Implementing Partner. Equipment supplied by the UNDP shall be marked with the insignia of the UNDP and of the Implementing Partner.
8. Arrangements may be made, if necessary, for a temporary transfer of custody of equipment to local authorities during the life of the project, without prejudice to the final transfer.
9. Prior to completion of UNDP assistance to the project, the Co-operating Agency, the UNDP and the Implementing Partner shall consult as to the disposition of all project equipment provided by the UNDP. Title to such equipment shall normally be transferred to the Co-operating Agency, or to an entity nominated by the Co-operating Agency, when it is required for continued operation of the project or for activities following directly there from. UNDP may, however, retain title to part or all of such equipment in accordance with UNDP regulations and rules.
10. At an agreed time after the completion of UNDP assistance to the project, the Co-operating Agency and the UNDP, and if necessary the Implementing Partner, shall review the activities continuing from or consequent upon the project with a view to evaluating its results.
11. UNDP may release information relating to any investment oriented project to potential investors, unless and until the Co-operating Agency has requested the UNDP in writing to restrict the release of information relating to such project.

(c) Rights, Facilities, Privileges and Immunities

1. In accordance with the Convention on the Privileges and Immunities of the United Nations of 1946, given effect to by the Act of 4 March 1973 of the Iranian National Assembly, and the Agreement between the United Nations Special Fund and the Government of Iran Concerning Assistance from the Special Fund, signed by the Minister of Foreign Affairs 6 October 1959, the officials of UNDP and other United Nations organizations associated with the project shall be accorded rights, facilities, privileges and immunities specified in said Convention and Agreement.

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2. (a) Should the Parties agree to involve “Persons Performing Services” in this project in accordance with Article 8(3) of the Agreement between the United Nations Special Fund and the Government of Iran Concerning Assistance from the Special Fund, signed on 6 October 1959, the expression “persons performing services” as used in this Article of this Annex includes UN Volunteers, operational experts, Implementing Partners, their employees and contractors, implementing or assisting in the implementation of UNDP assistance to a project, other than Government nationals employed locally. Any agreement between the parties to involve persons performing services has to be approved in accordance with the Iranian national procedures.
- (b) The expression “persons performing services” does not extend to cover nationals and the residents in the territory of Iran.
- (c) The privileges and immunities are accorded to the officials of UNDP and other relevant UN organizations associated with the projects in the interest of the United Nations and not for the personal benefit of the individuals themselves. The Secretary-General shall have the right and duty to waive the immunity of any official in any case where, in his opinion, the immunity would impede the course of justice and can be waived without prejudice to the interest of the United Nations. The United Nations shall cooperate at all times with the appropriate authorities of the Islamic Republic of Iran to facilitate the proper administration of justice, secure the observance of police regulations and prevent the occurrence of any abuse in connection with the privileges, facilities and immunities referred to above.
3. (a) For purposes of the instruments on privileges and immunities referred to in the preceding parts of this Article:
- i. All papers and documents relating to a project in the possession or under the control of the persons referred to in sub-paragraph 2(a), above, shall be deemed to be documents belonging to UNDP, the United Nations or the Specialized Agency concerned, as the case may be; and
- ii. Equipment, materials and supplies brought into or purchased or leased by those persons within the country for purposes of a project shall be deemed to be property of UNDP, the United Nations or the Specialized Agency concerned, as the case may be.
4. The Cooperating Agency shall ensure:
- (a) Prompt clearance of experts and other persons performing services in respect of this project; and
- (b) The prompt release from customs of:
- i. Equipment, materials and supplies required in connection with this project; and
- ii. Property belonging to and intended for the personal use or consumption of the personnel of the UNDP, its Implementing Partners, or other persons performing services on their behalf in respect of this project, except for locally recruited personnel.

5. Nothing in the Project Document shall be construed to limit the rights, facilities, privileges or immunities conferred in any other instrument upon any person, natural or juridical, referred to hereunder.
6. The Co-operating Agency shall facilitate the project implementation under the provisions of the Project Document.

(d) Suspension or termination of activities

1. Following mutual consultation with the Co-operating Agency, UNDP may by written notice to the Co-operating Agency and to the Implementing Partner concerned suspend any project activities, if in the judgment of UNDP, any circumstances arise which interferes or threatens to interfere with the successful completion of the project of the accomplishment of its purposes.
2. The procedure for suspension and termination of a project are as follows:
 - a. Suspension: During the period of suspension, the Parties may consult and try to resolve the problems by corrective measures. If the problems are resolved, the project activities may be resumed. The UNDP Resident Representative confirms to the Parties the date for resuming such activities. However, UNDP may directly terminate a project, in cases it deems as force majeure.
 - b. Termination: A project may be terminated only after a period of suspension. If neither party has been able to reach a resolution of the problem within a reasonable period of time, either party may recommend the project's termination. Unspent TRAC1 or TRAC2 funds from a terminated project may be reprogrammed, taking into account the outstanding obligations of the terminated project. The Implementing Partner proceeds with the steps required for financial completion.
3. The UNDP Resident Representative takes the necessary steps regarding suspension or termination of a project and confirms it in writing to the parties concerned, in consultation with the national coordinating authority and the Implementing Partner.

Annex II: Letter of Agreement between UNDP and Government of Iran for the Provision of Support Services

1. Reference is made to consultations between officials of the Government of *Iran* and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
 - Identification and/or recruitment of project and programme personnel;
 - Identification and facilitation of training activities;
 - Procurement of goods and services including customs clearance;
 - Travel Management Services;
 - Financial Record Management;
 - ICT Services
 - Logistical support to Event Organizations
4. The provision of support services as per paragraph 3 above by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the Legal Annex to Project Documents including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the Legal Annex to Project Documents.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.



Annex III: UNDP Cost Recovery Policy

The following outlines the UNDP Cost Recovery Policy for Regular Resources and Other Resources as approved by the Executive Board in its 98/2 and 2007/18 Decisions.

A. Background

In its decision 98/2, UNDP's Executive Board recognized the importance of Other Resources as a mechanism to enhance the capacity and supplement the regular resource base of UNDP. The Board requested UNDP to develop, implement and manage all Other Resource funded activities in an integrated, transparent, flexible and accountable manner. In recognizing the increasing level of UNDP Other Resources, accounting now for around 75 per cent of Total UNDP Resources, the Executive Board in discussions on the 2000-2001 as well as 2002-2003 support budgets, clearly indicated that Other Resources do need to cover the full cost of the services being provided to Other Resources funded programmes as well as to contribute to the overall costs of UNDP's operations.

As a multi-funded organization UNDP continues to make the case that Regular Resources provide the funding for the organization's base structure and the additional costs associated in the delivery of regular resources funded programmes. All costs associated with the delivery of Other Resources funded programmes at the country and headquarters levels are to be fully covered through cost recovery mechanisms.

B. Principles

The following principles have guided the development of the new revised cost recovery policy from Regular and Other Resources:

- The Biennial Support Budget (i.e. Regular Resources) of UNDP will provide a base structure for all operations at the headquarters and country levels;
- The costs associated with the delivery of services to programmes above the base structure shall be borne by the relevant funding sources (Regular & Other Resources) within each programme;
- Generally, there are two categories of services provided to programmes; the first of which includes general oversight, management, and quality control, while the second category includes direct services in the context of implementation; and,
- Other Resources-funded programmes benefit from UNDP's global operations (which include strategic initiatives, policy development and corporate systems) and hence should contribute to them.
- Cost recovery from UNV, UNCDF, and UNIFEM do not fall under this policy, but constitute exceptions under the UN Agency cost recovery regime.

C. The policy

Based on the above background and principles, the policy reflects two types of recovery that will be applied to the two categories of services defined below. This policy supersedes all previous policies and guidelines, whether corporate, regional or unit/country specific:

1. *General Management Support (GMS):*

Projects funded from Regular Resources are not subject to GMS fees, as these resources already pay for the basic structure of UNDP, which is designed to provide these services. For programmes funded wholly or partially from Other Resources, the recovery for these services, which are not directly attributable to project inputs or activities, is through a **percentage fee**. GMS encompasses general oversight and management functions of UNDP HQ and CO units, and include the following specific services:

- Project identification, formulation, and appraisal
- Determination of execution modality and local capacity assessment
- Briefing and de-briefing of project staff and consultants
- General oversight and monitoring, including participation in project reviews
- Receipt, allocation and reporting to the donor of financial resources
- Thematic and technical backstopping through Bureaus
- Systems, IT infrastructure, branding, knowledge transfer

2. *Implementation Support Services (ISS):*

These are services provided mostly by Country Offices in the implementation of Regular and Other Resource-funded programmes and projects (i.e. costs directly related to the delivery of programmes), and include:

- Payments, disbursements and other financial transactions
- Recruitment of staff, project personnel, and consultants
- Procurement of services and equipment,⁴ including disposal
- Organization of training activities, conferences, and workshops, including fellowships
- Travel authorization, visa requests, ticketing, and travel arrangements
- Shipment, custom clearance, vehicle registration, and accreditation

For all projects, **Regular and Other Resource-funded projects** alike, units are required to recover the cost for providing Implementation Support Services (ISS) on the basis of **actual costs or transaction fee**. These costs are an integral part of project delivery, and hence should be charged to the same budget line as the project input itself. In determining costs the approach is to use actual costs for clearly identifiable transactions and when this is not possible COs are encouraged to use the Universal Price List for services (transaction fee), which is part of the cost recovery from UN Agencies, as reference. The fee for ISS is not distributed and remains fully with the unit delivering the service.

⁴ This would include any fee to IAPSO.

Annex IV: UNDP Iran Local Prices List 2014 for Services to NIM Projects

UNDP Iran Local Price List - Effective 1st March 2014	
<i>Service</i>	<i>Price \$</i>
Financial Management/Payment Process	
Payment Process*	31.44
Paycycle only (UNFPA and GFATM & Radio Room)*	12.85
Cheque Cancellation	2.55
Reissuance of a cheque	33.99
Settlement of travel claim/F10, per claim*	26.81
AR Deposit (Create Apply receivable pending item - Atlas Agencies Only)*	29.91
Issue / Apply Deposits Only*	18.19
GLJE Creation and approval	22.68
GLJE approval	4.54
AP Journal (APJV)	14.83
Approve requisition	4.55
Approve PO	7.27
Budget Revision	22.68
Payroll Validation, Disbursement (per staff, per calendar year)*	134.85
Financial Record Management/per Voucher	11.33
HR Services (Service Contracts)	
Selection/recruitment process per SC (including Adv.)*	522.74
Advertisement *	104.55
Staff HR & Benefits Administration and Management * (one time fee per staff at contract issuance and separation)	175.76
Recurrent Personnel Management Services (Annual Fee)	
Performance Evaluation*	115.59
Extension, promotion, entitlements*	115.59
Leave Monitoring*	19.26
Selection/recruitment process per FT*	522.74

Contract management per FT/SC	296.92
LP issuance/renewal.*	32.47
Consultant Recruitment Process.*	203.49
Consultant Recruitment Process. + Written Exam	284.89
Computer based exam center rent.	100.00
Computer based exam center rent. + Admin.	150.00
Leave management.*	19.26
Employment Letter	3.09
Language Proficiency Exam	167.02
HR Consultancy (per 10 minutes)	6.19
Procurement Services	
Procurement process involving local CAP (and/or ITB, RFP requirements)*	469.34
Identification & selection (50%)*	234.67
Contracting/issue purchase order (25%)*	117.34
Follow-up (25%)*	117.34
CAP Committee	138.61
Procurement not involving local CAP (low value procurement)*	186.61
Identification & selection (50%)*	93.31
Issue purchase order (25%)*	46.65
Follow-up (25%)*	46.65
Contract issuance*	81.40
Consultant recruitment (Advertising -Short-listing & selection)*	203.49
Transfer of project assets (vehicle)/per case	137.39
Transfer of project assets (equipment)/per case	77.15
Logistical support to organizing events/event (within UNDP office)/excluding cost of event itself (tea/coffee, refreshments, meals, stationery, equipment etc.)**	
Logistical support to organizing events/event (out of UNDP office)/excluding cost of event itself (tea/coffee, refreshments, meals, stationery, equipment etc.)**	
Travel Services	

Visa request per Note Verbal	30.59
Outgoing Visa Issuance (Full Process including Note Verbal)	51.39
Incoming Visa Issuance (Full Process including Note Verbal)	59.03
Ticket booking and purchasing per ticket (Local) (or Reissuance / Cancelation)	10.20
Ticket booking and purchasing per ticket (International) (or Reissuance / Cancelation)	22.94
Travel authorization per person*	29.41
Hotel reservation (per reservation)	15.29
DSA Calculation (80% Advance)	7.65
F10 settlement*	26.81
Admin. Home Leave Allowance	22.94
Reassignment / Relocation Allowance /Lump sum	30.59
Reassignment / Relocation /shipment arrangement	30.59
Education Grant	15.29
General Services	
Vendor profile (Creation or Modification)*	16.78
Issuing the UN ID card*	32.47
Advertisement (Not received from UNDP HR)*	104.55
Requested for MFA ID card	15.07
Disposal of equipment*	238.94
Custom Clearance	211.18
Issuance of Permission (i.e. Tax Exemption, Plate, License, Satellite License)	51.64
Shipment Arrangement	45.88
Donation (including custom clearance)	62.79
Event Organization (Outside Office)	448.78
MFA coordination (for vehicles)	76.32

* As per Universal Price List

** Price available on request

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